MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Procurement and Supply Chain Management

Facilities Management

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2787	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Magna Skills is pleased to offer the Facilities Management short course, designed to provide participants with the knowledge and skills necessary to effectively manage facilities across various industries. This course covers essential facilities management principles, practices, and strategies for optimizing facility performance and enhancing workplace environments.

Course Outcomes

- Upon completion of the course, participants will:

1. **Understand Facilities Management Fundamentals:**
   - Gain a solid understanding of facilities management principles, concepts, and terminology.
   - Learn the role and importance of facilities management in ensuring the efficient and effective operation of buildings and infrastructure.
2.

Manage Facility Operations and Maintenance:

- Learn best practices for managing day-to-day facility operations, including maintenance, repairs, and upgrades.
- Understand preventive maintenance strategies to prolong asset lifespan and minimize downtime.

3. **Ensure Health, Safety, and Compliance:**
   - Learn how to ensure compliance with health, safety, and environmental regulations within facilities.
   - Understand the importance of risk management and emergency preparedness in facilities management.
4. **Optimize Space Utilization and Workplace Environment:**
   - Explore strategies for optimizing space utilization and workplace layout design.
   - Understand the importance of creating a safe, comfortable, and productive workplace environment.
5. **Implement Sustainable Practices:**
   - Learn about sustainable facilities management practices, including energy efficiency, waste management, and green building initiatives.
   - Understand the benefits of sustainability in reducing operational costs and environmental impact.

Course Outline / Curriculum

Module 1: Introduction to Facilities Management

- Overview of facilities management principles and practices
- Role and responsibilities of facilities managers

Module 2: Facility Operations and Maintenance

- Managing day-to-day facility operations
- Preventive maintenance strategies and practices

Module 3: Health, Safety, and Compliance

- Ensuring compliance with health, safety, and environmental regulations
- Risk management and emergency preparedness in facilities management

Module 4: Space Utilization and Workplace Design

- Optimizing space utilization and workplace layout design
- Creating a safe, comfortable, and productive workplace environment

Module 5: Sustainable Facilities Management

- Sustainable practices in facilities management
- Energy efficiency, waste management, and green building initiatives

Module 6: Budgeting and Financial Management

- Budgeting and financial management in facilities management
- Cost-effective strategies for facility operations and maintenance

Module 7: Technology and Innovation in Facilities Management

- Role of technology and innovation in facilities management
- Implementing smart building technologies and automation solutions

Module 8: Vendor Management and Outsourcing

- Managing vendor relationships and outsourcing services
- Contract management and service level agreements (SLAs)

Module 9: Facilities Project Management

- Project management principles and practices in facilities management
- Planning and executing facility improvement projects

Module 10: Case Studies and Best Practices - Analysis of real-world facilities management case studies - Best practices and lessons learned from successful facilities management initiatives

This course is suitable for facilities managers, property managers, maintenance supervisors, and professionals responsible for managing buildings and infrastructure within organizations. Through a combination of theoretical

knowledge, practical case studies, and interactive discussions, participants will gain the skills and expertise needed to excel in facilities management roles and contribute to the efficient and effective operation of facilities within their organizations

Target Audience

- You have experience in facilities management and would like to formalise your training
- You’d like to explore a career in facilities management, or want to move up into a managerial position
- You’re a business owner wanting to make your enterprise or business’ workspace more effective
- You’re a consultant wanting to familiarise yourself with the latest regulations and best practice in facilities management

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Facilities Management
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____